

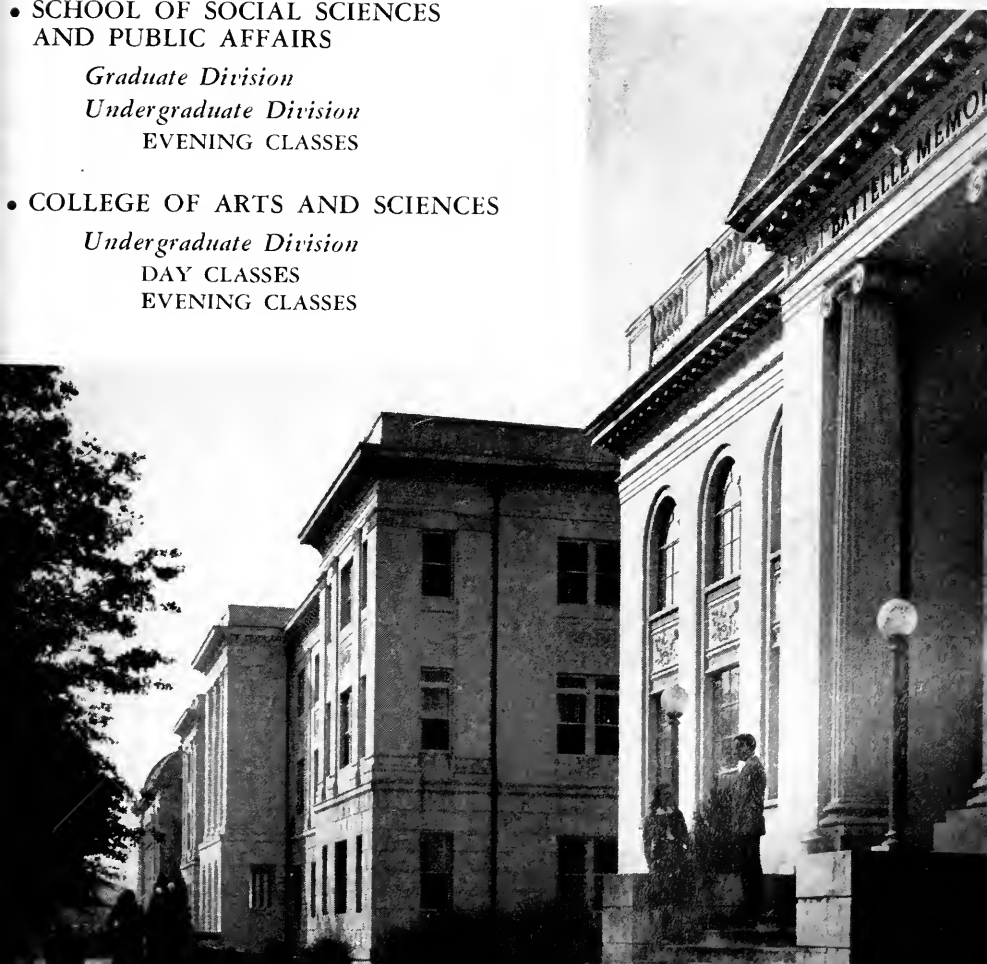
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THE AMERICAN UNIVERSITY BULLETIN

*Announcement of the 1942 Summer Session
and the Accelerated Program*

JUNE 25-AUGUST 28

- SCHOOL OF SOCIAL SCIENCES
AND PUBLIC AFFAIRS
Graduate Division
Undergraduate Division
EVENING CLASSES
- COLLEGE OF ARTS AND SCIENCES
Undergraduate Division
DAY CLASSES
EVENING CLASSES



OFFICERS OF ADMINISTRATION OF THE SUMMER SESSION

Paul F. Douglass, *President*, B.A., M.A., LL.B., Ph.D.

Edward Wm. Engel, *Director of the Summer Session for the College of Arts and Sciences*, B.S., M.A., Ph.D.

Ernst Correll, *Director of the Summer Session for the School of Social Sciences and Public Affairs*, Dr.oec.publ.

James J. Robbins, *Dean of the Graduate Division of the School of Social Sciences and Public Affairs*, B.A., M.A., Ph.D.

George B. Woods, *Dean of the College of Arts and Sciences*, B.A., M.A., Ph.D.

Harry W. Ketchum, *Dean of the Undergraduate Division of the School of Social Sciences and Public Affairs*, B.A., M.B.A.

Herbert E. Walter, *Business Manager*.

Hazel H. Feagans, *Registrar of the School of Social Sciences and Public Affairs*, B.A., M.A.

Anne Jensen, *Librarian, School of Social Sciences and Public Affairs*, B.S., L.S.

Rita M. Lentz, *Assistant Registrar of the College of Arts and Sciences*, B.A.

SUMMER SESSION CALENDAR

May 18	Registration for the Session opens at 1901 F Street, N. W., for courses offered at the School of Social Sciences and Public Affairs.
May 28	Registration for the Session opens at Massachusetts and Nebraska Avenues, N.W. for courses offered at the College of Arts and Sciences.
June 22-27	Last week of registration for the Session.
June 29	Classes begin.
July 29	Mid-Session.
August 28	Session ends.

THE AMERICAN UNIVERSITY

SUMMER SESSION

1942

June 25 - August 28

GENERAL INFORMATION

The American University Summer Session offers through the College of Arts and Sciences and the School of Social Sciences and Public Affairs a broad and varied program of courses designed to meet the requirements of undergraduate and graduate students, government employees, teachers, and those interested in the content of individual courses regardless of academic credit. In providing the 1942 Summer Session of nine weeks, the University is adjusting its services to the demands of a wartime emergency. The Session will be of especial value to (1) students who desire to accelerate their college program so as to graduate in three calendar years or less and part-time students who wish to continue their evening studies throughout the summer months; (2) young men who desire to start pre-induction training courses designed to prepare for various defense activities and for specialized services in the armed forces; and (3) employees of the Federal Government who desire to obtain special training to improve their performance in their present positions, or prepare themselves for positions of greater responsibility.

THE ACCELERATED PROGRAM

High school graduates may begin their college work in the Summer Session and by taking a continuous full-time course throughout the remaining three years graduate in June, 1945. The University is offering in the Summer Session and in its regular sessions those courses of study that meet the requirements for enlistment in the Naval Reserve Class V-1 as well as courses qualifying men for classes V-5 and V-7 of the Navy, for the Marine Corps Reserves, for the Army Aviation Cadets, and for the Business Administration Class of the Navy.

LOCATION

Courses in the Summer Session offered by the College of Arts and Sciences will be given on the College campus, Massachusetts and Nebraska Avenues, Northwest. The campus is located on eighty acres of beautiful wooded land in one of the coolest spots in the city of Washington. Hurst Hall, where the classes will be held, is a stone building notable for its ability to maintain exceptional coolness even in the extreme heat of mid-day. The campus is conveniently situated on bus routes and can be easily reached from all parts of the city. There is ample space for the parking of automobiles on the campus.

Classes offered by the School of Social Sciences and Public Affairs will meet at the University's Downtown Center, 1901-1907 F Street, Northwest, opposite the North Interior Building. All classes meet during the evening hours. This location is within easy walking distance of many government agencies, and may be easily reached by bus or car from any point in downtown Washington. All rooms are equipped with electric fans.

ADMISSION Both men and women are admitted to all classes in the Summer Session for which they are properly qualified. Students expecting to transfer summer session credit to other institutions should secure in advance from the institution to which they wish the credit transferred official approval of their selection of courses. Students not previously enrolled in The American University and desiring credit for work in the Summer Session toward a degree in the University must obtain all the credentials necessary in the regular session and must meet all the requirements for admission in that division of the University in which credit is desired. Students desiring to register in the Summer Session should fill out the admission blank printed on the last page of this bulletin and return it promptly to the proper division of the University.

DEGREE CREDIT Courses offered in the Summer Session are equivalent in every respect to those offered in the regular sessions. The Faculty of the Summer Session comprises the members of the University Faculty in the regular session, and the courses offered may be applied to the appropriate degrees in any division of the University.

REGISTRATION AT THE COLLEGE OF ARTS AND SCIENCES Registration for courses in the Summer Session offered through the College of Arts and Sciences will be conducted on the campus of the College in the Registrar's Office located on Massachusetts and Nebraska Avenues, Northwest. Students may register at any time after May 28, and early registration is urged. The office will be open for registration between the hours of 9:00 a.m. and 5:00 p.m. each day except Saturday. On June 25 and 26 the office will remain open until 8:00 p.m. On June 27, the last day of registration, the office will be open until 3:00 p.m.

REGISTRATION AT THE SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS Registration for courses in the Summer Session offered through the School of Social Sciences and Public Affairs will be conducted at the Registrar's Office of that division at 1901 F Street, Northwest. This office is now open for registration from 9:00

a.m. to 5:00 p.m. each day except Saturday. Early registration is urged. From Tuesday, June 23, through Friday, June 26, the office will be open until 7:00 p.m. On Saturday, June 27, the last day of registration, the office will be open from 9:00 a.m. to 3:00 p.m.

FEES IN COURSES OFFERED THROUGH THE COLLEGE OF ARTS AND SCIENCES

The tuition for all courses in the Summer Session offered through the College of Arts and Sciences is \$8.00 per semester-hour credit, payable in full at the time of registration unless the student registers for more than two courses. In this case, one-half of the total bill is due at the time of registration and one-half is due on July 29. A registration fee of \$4.00 is required. After June 27 this fee is increased to \$7.00. A laboratory fee of \$5.00 per course is required in all courses in which laboratory work is given.

FEES IN COURSES OFFERED THROUGH THE SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS

The tuition rate for the course offerings in the Summer Session given through the School of Social Sciences and Public Affairs is \$8.00 per semester-hour credit in courses numbered below 400. In courses numbered 400 or above, the tuition rate is \$10.00 per semester-hour credit. No registration or laboratory fees are required. All tuition fees must be paid at the time of registration unless special arrangements are made for deferred payments to meet unusual circumstances.

AMOUNT OF WORK

A maximum of nine semester-hours of credit is considered to be a full-time program. Registration for more than this amount of work requires special permission. Employed students may not register for more than six semester-hours of work without special permission.

HOUSING AND DINING FACILITIES

The University will maintain on the campus at Massachusetts and Nebraska Avenues complete dormitory and dining services throughout the summer months. Reservations for dormitory rooms must be made at least one week in advance of the time the room is to be occupied and each reservation must be accompanied with a room reservation fee of \$10.00. This fee is not refundable and is applied to the dormitory bill. Room and two meals for the entire Summer Session of nine weeks is \$135.00, payable in advance at the time of registration. The University will offer cafeteria service during the lunch period and the dining room will be open for meals during the period between 5:45 and 7:00 o'clock in the evening.

COURSES OFFERED BY THE COLLEGE OF ARTS AND SCIENCES

Registration for the courses offered by the College of Arts and Sciences will be held at the Registrar's Office on the campus at Massachusetts and Nebraska Avenues, Northwest. Students may register at any time after May 28. Application for admission should be made immediately on the blank provided at the back of this bulletin.

Courses in addition to those listed below will be provided in case of sufficient demand.

Courses offered at the College of Arts and Sciences carry undergraduate credit only.

The American University reserves the right to cancel any course in which the registration is insufficient to warrant continuation of the course.

To conserve transportation facilities, the College has arranged its schedule to provide for fewer class sessions of longer duration. Classes customarily meeting five days per week for fifty-minute periods will meet three times a week for eighty-five minute periods. The hours and days of classes are indicated in the following chart. The numerals refer to the numbers of the periods. For example, period 1 meets on Mondays, Wednesdays, and Fridays at 8:30 a.m. There are five-minute intervals between class periods.

HOOR	MON.	TUE.	WED.	THURS.	FRI.
8:30	1	2	1	2	1
10:00	2	3	5	3	3
11:30	4	5	4	5	4
1:00	LUNCH PERIOD				
1:30	6	7	6	7	6
3:00	8	9	8	9	8
4:30	10	11	10	11	10

Evening periods are also provided and the time is indicated after each course. In general, evening courses require attendance two evenings per week.

Courses given *in the day-time only* are starred (*).

Courses given *both in the day and evening sessions* are indicated with a dagger (†).

ASTRONOMY

Dr. Walter F. Shenton, Professor of Mathematics

GENERAL ASTRONOMY (3 sem. hrs.)

Astr. 2015

An elementary course in descriptive astronomy, intended to convey a general knowledge of the heavenly bodies.

Mon-Tue-Wed-Thu 8:45-9:50 p.m. Room 105.

BIOLOGY

*Dr. Earl A. Dennis, Professor of Biology; Dr. Theodore Norris,
Instructor in Botany and Biology*

GENERAL ZOOLOGY (4 sem. hrs.) Biol. 102S

A survey of representative forms of the various animal groups and a consideration of their evolutionary relationships. Field study of local fauna and a study of living and fossil forms at the National Zoological Park and the National Museum supplement dissection in the laboratory.

Mon-Wed-Thu 7:00-9:50 p.m. Rooms 2 (Lect.) and 6 (Lab.).

*GENERAL BOTANY (4 sem. hrs.) Biol. 104S

An introductory course in plant life dealing with the evolution of the plant kingdom in structure and function, the interrelation of plants and their natural environment, and the place of plants in human life. Several laboratory periods are devoted to field trips for the study of trees and wild flowers and of plant communities. The leading botanical institutions of Washington are visited.

Lecture: Period 2 Tue-Thu. Room 2.

Laboratory: Periods 3 Tue-Thu and 5 Tue-Thu. Room 6.

*COMPARATIVE VERTEBRATE ANATOMY (4 sem. hrs.) Biol. 204S

A comparative anatomical study of the organ systems of animals representing the five classes of vertebrates. The laboratory work consists of dissection of dogfish, alligator, and cat. Prerequisite, Biol. 102.

Lecture: Period 2 Tue-Thu. Room 1.

Laboratory: Periods 3 Tue-Thu and 5 Tue-Thu. Room 1.

*GENERAL BACTERIOLOGY (4 sem. hrs.) Biol. 205S

A study of bacteria and their relation to the welfare of man. Field studies include trips to the Animal Disease Station, the Municipal Filter Plant, and the National Institute of Health. Prerequisite, Biol. 101-102.

Lecture: Period 7. Room 2.

Laboratory: Periods 9, 11. Room 3.

*FIELD ZOOLOGY (3 sem. hrs.) Biol. 312S

Field study of local animal life and classification of collected material. Emphasis is placed on the study of animal communities in relation to the environment. The course is planned for students intending to teach biology in high school and for others who have a special interest in natural history. Prerequisite, Biol. 102.

Period 1, period 2 on Mon. Room 1.

CHEMISTRY

*Dr. William B. Holton, Professor of Chemistry; Miss Eloise Swick,
Assistant in Chemistry*

- *GENERAL INORGANIC CHEMISTRY I (4 sem. hrs.) Chem. 101S
Lectures and recitations on fundamental principles of inorganic and theoretical chemistry. Laboratory work on the study of the properties, reactions, and compounds of the common non-metallic elements.

Lecture: Mon thru Fri 8:30-9:45 a.m. Room 202.

Laboratory: Mon thru Fri 10 a.m.-12:30 p.m. Room 11.

(Course ends July 24.)

- *GENERAL INORGANIC CHEMISTRY II (4 sem. hrs.) Chem. 102S

Continuation of Chem. 101S.

Lecture: Mon thru Fri 8:30-9:45 a.m. Room 202.

Laboratory: Mon thru Fri 10 a.m.-12:30 p.m. Room 11.

(Course begins July 27, ends August 21.)

- ORGANIC CHEMISTRY I (4 sem. hrs.) Chem. 311S

A study of the typical reactions of the compounds of carbons and practice in the synthesis of organic compounds in the laboratory.

Lecture: Mon thru Fri 6:30-7:40 p.m. Room 208.

Laboratory: Mon thru Fri 7:45-10:00 p.m. Room 12.

(Course ends July 29.)

- ORGANIC CHEMISTRY II (4 sem. hrs.) Chem. 312S

Continuation of Chem. 311S.

Lecture: Mon thru Fri 6:30-7:40 p.m. Room 208.

Laboratory: Mon thru Fri 7:45-10:00 p.m. Room 12.

Course begins July 30, ends August 28.)

EDUCATION

*Dr. John E. Bentley, Professor of Psychology; Dr. Jessie M. Ferguson,
Professor of Education; Mr. Peter P. Stapay, Assistant Professor of
Secretarial Science; Miss Doris Snodgrass, Instructor in Physical
Education for Women*

- *EDUCATIONAL PSYCHOLOGY (3 sem. hrs.) Educ. 301S

The course begins with a brief study of innate capacities and individual differences in these capacities. The major part of the course is devoted to a study of the general laws and conditions of learning and the results of investigations regarding the progress of learning in various school subjects.

Period 3. Room 108.

***PRINCIPLES OF EDUCATION (3 sem. hrs.)** Educ. 302S

This course considers the aims, values, and essentials in education, and the nature of the thinking process in its bearing on educational procedure.

Period 2. Room 108.

***PSYCHOLOGY AND EDUCATION OF EXCEPTIONAL CHILDREN (3 sem. hrs.)** Educ. 308S

A course covering the psychological states of inferior and superior children. Inferior children will be considered in the light of their handicaps of body and mind and remedial systems advanced for their retraining. Superior children will be considered in the light of their physiological, psychological, and social (educational) status.

Period 1. Room 205.

***SCHOOL AND COMMUNITY HYGIENE AND HEALTH EDUCATION (3 sem. hrs.)** Educ. 406S

This course considers the laws of physical growth, physical defects and their control, personal hygiene, communicable diseases, physical inspection of school children, first aid, school sanitation, administration of the health program, and related subjects. Students expecting to teach should refer to their state requirements as this course is required by many of the states.

Period 5. Room 108.

NOTE: The following courses are designed for teachers who desire to teach guidance or who wish to prepare themselves for administrative and supervisory responsibilities.

***EDUCATIONAL AND VOCATIONAL GUIDANCE (3 sem. hrs.)** Educ. 412S

A general survey of the principles and problems of guidance and of the guidance movement in the United States. Discussion of the history, aims, purposes, and development of vocational education. An introduction to the activities and techniques used in a guidance program. Typical organization plans for guidance.

Period 8. Room 104.

***SCHOOL ADMINISTRATION (3 sem. hrs.)** Educ. 413S

A study of the administrative organization, the management of the school plant, and the organization of courses. A specialized course for administrators and supervisors.

Period 10. Room 104.

ENGLISH

Dr. Merritt C. Batchelder, Associate Professor of English

ENGLISH COMPOSITION AND LITERATURE I

(3 sem. hrs.)

Eng. 101S

Practice in writing based upon a study of selected essays. Drill in essentials of composition. Readings in poetry and prose masterpieces.

Mon-Wed 6:30-8:40 p.m. Room 211.

ENGLISH COMPOSITION AND LITERATURE II

(3 sem. hrs.)

Eng. 102S

Tue-Thu 6:30-8:40 p.m. Room 211.

*SURVEY OF ENGLISH LITERATURE I (3 sem. hrs.) Eng. 201S

A critical survey of the history of English literature together with readings. Practice in writing.

Periods 1, 4. Room 211.

(Course ends July 29.)

*SURVEY OF ENGLISH LITERATURE II (3 sem. hrs.) Eng. 202S

Continuation of Eng. 201S.

Periods 1, 4. Room 211.

(Course begins July 31, ends August 28.)

*THE SHORT STORY (3 sem. hrs.)

Eng. 302S

Readings and written work devoted to acquiring an understanding of the modern American short story. At least two stories, the results of class discussion and analysis, are written during the term.

Period 2. Room 211.

FRENCH

Mrs. Herbert C. Wilson, Instructor in French

*BEGINNING FRENCH I (3 sem. hrs.)

French 101S

Periods 1, 4. Room 208.

(Course ends July 29.)

*BEGINNING FRENCH II (3 sem. hrs.)

French 102S

Continuation of French 101S.

Periods 1, 4. Room 208.

(Course begins July 31, ends August 28.)

NOTE: Advanced courses in French, including courses in technical French and translation, will be offered in case of sufficient demand.

GERMAN

Dr. C. Henry Leineweber, Professor of German

***BEGINNING GERMAN I** (3 sem. hrs.) German 101S

Periods 1, 4. Room 209.

(Course ends July 29.)

***BEGINNING GERMAN II** (3 sem. hrs.) German 102S

Continuation of German 101S.

Periods 1, 4. Room 209.

(Course begins July 31, ends August 28.)

***INTERMEDIATE GERMAN I** (3 sem. hrs.) German 201S

Period 3. Room 209.

TECHNICAL GERMAN (3 sem. hrs.) German 309S

The purpose of this course is to acquaint the student with the technical vocabulary of scientific articles. Prerequisite, two years of college German or the equivalent.

Tue-Thu 7:00-9:10 p.m. Room 201.

NOTE: Other advanced courses in German will be given in case of sufficient demand.

HISTORY

Dr. George W. Smith, Assistant Professor of History

***HISTORY OF THE UNITED STATES I** (3 sem. hrs.) Hist. 201S

A study of the rise and development of the United States as a nation. During the first term attention is given to the making of the Constitution, the development of political parties, territorial expansion, and the Civil War.

Periods 1, 4. Room 210.

(Course ends July 29.)

***HISTORY OF THE UNITED STATES II** (3 sem. hrs.) Hist. 202S

Continuation of Hist. 201S. Reconstruction of the South, rise of industrialism, agrarian and labor problems, imperialism, the World War of 1914-18, problems of the 1920's and the great depression.

Periods 1, 4. Room 210.

(Course begins July 31, ends August 28.)

EUROPE SINCE 1920 (3 sem. hrs.) Hist. 312S

An intensive examination of the economic, social, cultural, and institutional history of the major countries of Europe during the twentieth century.

Mon-Wed 7:00-9:10 p.m. Room 202.

MATHEMATICS

*Dr. Walter F. Shenton, Professor of Mathematics; Dr. Carl V. Bertsch,
Instructor in Physics*

***COLLEGE ALGEBRA** (3 sem. hrs.) Math. 101S
Prerequisite, year and a half of high-school algebra.
Period 3. Room 104.

***PLANE ANALYTIC GEOMETRY** (3 sem. hrs.) Math. 102S
Prerequisite, year and a half of high-school algebra.
Period 2. Room 104.

***SOLID GEOMETRY AND SPACE PROJECTIONS**
(3 sem. hrs.) Math. 103S
A college-grade course in this subject. Prerequisite, plane geometry.
Period 5. Room 104.

PLANE TRIGONOMETRY AND COMPUTATION
(3 sem. hrs.) Math. 104S
Designed especially to meet the needs of young men preparing for
service in army, navy, and air corps.
Mon-Tue-Wed-Thu 7:30-8:35 p.m. Room 104.

MATHEMATICS NECESSARY FOR STATISTICS
(3 sem. hrs.) Math. 106S
A review of such mathematical principles as are required for work
in statistics. No prerequisite beyond one year of high school
algebra.
Mon-Tue-Wed-Thu 8:45-9:50 p.m. Room 104.

***DIFFERENTIAL CALCULUS** (3 sem. hrs.) Math. 201S
Periods 1, 4. Room 104.
(Course ends July 29.)

***INTEGRAL CALCULUS** (3 sem. hrs.) Math 202S
Continuation of Math. 201S, which is prerequisite.
Periods 1, 4. Room 104.
(Course begins July 31, ends August 28.)

MUSIC

*Mr. James McLain, Instructor in Music; Mr. Adolf Torovsky,
Instructor in Music*

***FUNDAMENTALS OF MUSIC 1** (2 sem. hrs.) Music 101S
An introductory course designed to furnish a general background
for advanced courses in the department. Thorough groundwork
in the elements of melody, harmony, and rhythm. Elementary
ear training and sight singing. Notation and terminology.
Period 3, period 5 on Wed. Room 206.
(Course ends July 29.)

*FUNDAMENTALS OF MUSIC II (2 sem. hrs.) Music 102S
Continuation of Music 101S.
Period 3, period 5 on Wed. Room 206.
(Course begins July 30, ends August 28.)

*APPRECIATION OF MUSIC I (2 sem. hrs.) Music 201S
A critical survey of important forms, movements, styles, and composers, designed to form intelligent habits of listening to music. Music itself, played from recordings and in practical demonstrations, is the most important factor in the course.
Period 6, period 7 on Tue. Room 206.
(Course ends July 28.)

*APPRECIATION OF MUSIC II (2 sem. hrs.) Music 202S
Continuation of Music 201S.
Period 6, period 7 on Tue. Room 206.
(Course begins July 29, ends August 28.)

*HISTORY OF MUSIC (3 sem. hrs.) Music 301S
A comprehensive survey of the development of music in western civilization, from the modal structures of the early Greeks to the present-day experiments.
Period 1. Room 206.

†PIANO, ORGAN OR VOICE
No credit is given for piano or voice. Fees: for one-hour lesson each week, \$27 for the Session; for two-hour lesson each week, \$50; practice, \$3.

PHYSICAL EDUCATION FOR WOMEN

Miss Doris Snodgrass, Instructor in Physical Education for Women

*PHYSICAL EDUCATION FOR WOMEN (1 sem. hr.) Phys. Ed. 103S
Classes in physical education will be given in case of sufficient demand in the following sports: tennis, beginning golf, archery. Periods 9, 11. (Other sections to be arranged.)

*SCHOOL AND COMMUNITY HYGIENE AND HEALTH EDUCATION (3 sem. hrs.) Phys. Ed. 406S
(See Educ. 406S.)
Period 5. Room 108.

PHYSICS

Dr. Carl V. Bertsch, Instructor in Physics

†ESSENTIALS OF DEFENSE ENGINEERING PHYSICS

(4 sem. hrs.)

Phys. 101S

This course aims to cover the basic facts and principles of physics. A thorough treatment of mechanics and electricity. Special emphasis is given the use of instruments and methods applicable to defense industry in the fields of mechanics, heat, electricity, sound, and optics.

Section A: period 3, period 5 Tue. Room 106.

Section B: Tue-Thu 7:00-10:00 p.m.

VACUUM TUBES AND RADIO CIRCUITS

(4 sem. hrs.)

Phys. 357S

This course deals with the characteristics and principles of operation of thermionic vacuum tubes. A study is made of typical electrical circuits used in radio work. Numerous practical applications are considered. A portion of this course is devoted to practical work in the laboratory.

Mon-Wed-Fri 7:00-9:50 p.m. Room 106.

POLITICAL SCIENCE

Mr. Richard C. Snyder, Instructor in Political Science

*AMERICAN GOVERNMENT I (3 sem. hrs.)

Pol. Sci. 101S

A general introduction to the study of government and politics dealing specifically with the evolution, theory, structure, organization, and actual working of national and state government in the United States.

Periods 1, 4. Room 204.

(Course ends July 29.)

*AMERICAN GOVERNMENT II (3 sem. hrs.)

Pol. Sci. 102S

Continuation of Pol. Sci. 101S.

Periods 1, 4. Room 204.

(Course begins July 31, ends August 28.)

CURRENT PROBLEMS IN GOVERNMENT

(3 sem. hrs.)

Pol. Sci. 420S

A seminar course devoted to an intensive study of selected present-day problems in government.

Mon-Wed 7:00-9:10 p.m. Room 201.

PSYCHOLOGY

Dr. John E. Bentley, Professor of Psychology

†GENERAL AND APPLIED PSYCHOLOGY

(3 sem. hrs.)

Psych. 203S

This course presents the major principles of general and applied psychology in terms of the reaction process—neural and sense functioning, perceptual, image, and thinking behavior.

Section A: period 5. Room 205.

Section B: Mon-Wed 6:30-8:40 p.m. Room 205.

WARTIME MORALE AND PROPAGANDA

(3 sem. hrs.)

Psych. 402S

Lecture and readings on the building of morale in war time from the standpoint of psychological adjustment and the presentation of the positive and negative aspects of propaganda.

Tue-Thu 6:30-8:40 p.m. Room 205.

SECRETARIAL SCIENCE

Mr. Peter P. Stapay, Assistant Professor of Secretarial Science

NOTE: The following short stenographic courses are designed for college graduates and others without business training.

*ELEMENTARY TYPEWRITING (3 sem. hrs.)

Sec. Sc. 202S

Introduction to fundamental operations of the typewriter. Touch, rhythm, and accuracy are stressed. Practice in typing letter forms, letter placement, letter styles, and applied practice.

Mon thru Fri 10:30-12:30 a.m. Room 110.

*ELEMENTARY SHORTHAND (4 sem. hrs.)

Sec. Sc. 204S

Thorough mastery of the principles of shorthand through the functional method. Emphasis placed on special forms, phrase writing, vocabulary drills, and speed-building exercises. Dictation of business letters, etc.

Mon thru Fri 8:30-10:30 a.m. Room 110.

NOTE: The following courses are designed to fit students for civil service positions. High-school commercial graduates should pursue these intensive short courses in order to qualify for civil service positions.

*ADVANCED TYPEWRITING (3 sem. hrs.)

Sec. Sc. 302S

Advanced phases of the subject, with emphasis on the operation of the machine at high speed and with accuracy. Typing manuscripts, reports, rough drafts, tables, statistical matter, and other related business projects.

Mon thru Fri 1:00-3:00 p.m. Room 110.

ADVANCED SHORTHAND DICTATION AND

TRANSCRIPTION (2 sem. hrs.)

Sec. Sc. 305S

This course will be of real value to government employees who desire to improve their ability in stenography and who seek advancement. It is designed to review the essential principles of shorthand and to continue the development of speed and accuracy in shorthand writing, particularly with reference to reporting work, technical dictation, modern up-to-date business materials covering special fields, legal material, and Congressional Record material. Intensive drill in dictation is the principal work.

Tue-Thu 7:00-9:30 p.m. Room 110.

OFFICE MANAGEMENT AND PRACTICES

(3 sem. hrs.)

Sec. Sc. 402S

The objective of this course is to train office managers in defense industries and government offices. It includes the study of the problems and functions of office management and the techniques in office practices. The course develops the phases of office management from the elementary office routine: office filing and filing equipment, management of dictation and transcription departments, methods of office communications, and other complicated problems, such as selection and training of office personnel and office planning and layouts.

Mon-Wed 7:00-9:30 p.m. Room 110.

SPANISH

Dr. C. Henry Leineweber, Professor of German; Miss Ruberta M. Olds, Assistant Professor of Spanish

†BEGINNING SPANISH I (3 sem. hrs.)

Span. 101S

Section A: periods 1, 4. Room 103.

(Course ends July 29.)

Section B: Tue-Thu 6:30-8:40 p.m. Room 108.

†BEGINNING Spanish II (3 sem. hrs.)

Span. 102S

Continuation of Span. 101S.

Section A: periods 1, 4. Room 103.

(Course begins July 31, ends August 28.)

Section B: Mon-Wed 6:30-8:40 p.m. Room 108.

*INTERMEDIATE SPANISH I (3 sem. hrs.)

Span. 201S

Periods 1, 4. Room 108.

(Course ends July 29.)

*INTERMEDIATE SPANISH II (3 sem. hrs.)

Span. 202S

Continuation of Span. 201S.

Periods 1, 4. Room 108.

(Course begins July 31, ends August 28.)

SPEECH

Mr. John C. Slover, Instructor in Speech

†PRINCIPLES OF SPEECH I (2 sem. hrs.) Speech 101S

A beginning course in the basic principles of speech applied to extemporaneous discourse. Developing confidence and poise, directness and conversational spirit, use of the voice, finding subjects and materials, organization, composition and diction. Designed to train the student to think freely and speak effectively before an audience.

Section A: periods 2 Tue-Thu and 5 Tue-Thu. Room 103. (Course ends July 28.)

Section B: Mon-Wed 7:00-9:10 p.m. Room 204. (Course ends August 5.)

†PRINCIPLES OF SPEECH II (2 sem. hrs.) Speech 102S

Continuation of Speech 101S.

Section A: periods 2 Tue-Thu and 5 Tue-Thu. Room 103. (Course begins July 30, ends August 28.)

Section B: Tue-Thu 7:00-9:10 p.m. Room 204. (Course ends August 6.)

*PUBLIC SPEAKING I (2 sem. hrs.) Speech 207S

An advanced course in speech. A practical application of the principles of effective speech with special emphasis upon delivery the first term, and more attention to composition the second term. Practice is given in the preparation and delivery of special forms of public address. Open to students who have completed Speech 101-102.

Periods 1 Mon-Wed and 4 Mon-Wed. Room 203.
(Course ends July 29.)

*PUBLIC SPEAKING II (2 sem. hrs.) Speech 208S

Continuation of Speech 207S.

Periods 1 Mon-Wed and 4 Mon-Wed. Room 203.
(Course begins July 31, ends August 28.)

NOTE: For information regarding courses in play production, literary and dramatic interpretation, or voice and diction, address the Director of the Summer Session of the College of Arts and Sciences.

CONDENSED TIME SCHEDULE OF EVENING COURSES

Courses below indicated with asterisks () are given at the College Campus, Massachusetts and Nebraska Avenues, Northwest, and carry undergraduate credit only. All other courses are given at the School of Social Sciences and Public Affairs, 1901 F Street, Northwest.*

MONDAY—WEDNESDAY

6:00-8:10 p.m.

Chatfield	P.A. 332NAS—Government Records (meets at National Archives—6:00 to 7:00 p.m.)
Homberger	Econ. 455S—Western Hemisphere Transportation
Hunter	Hist. 410S—American Economic History
Stock	Stat. 201S—The Presentation of Statistical Data

6:30-8:40 p.m.

*Batchelder	Eng. 101S—English Composition and Literature I
*Bentley	Psych. 203S—General and Applied Psychology
*Olds	Span. 102S—Beginning Spanish II

7:00-9:10 p.m.

Barnett	P.A. 303S—Problems in Personnel Administration
Christian	Int. Af. 477S—International Relations of the Far East
Correll	Econ. 407S—History of Social and Economic Thought
Mann	Econ. 410S—Money and Banking
Robbins	P.A. and P.S. 439S—Principles of Modern Government
Shoemaker	Econ. 463S—Economic Problems of Post-War Readjustment
*Slover	Speech 101S—Principles of Speech I
*Smith	Hist. 312S—Europe since 1920
*Snyder	Pol. Sci. 420S—Current Problems in Government
*Stapay	Sec. Sci. 402S—Office Management and Practices (to 9:30 p.m.)
Weigert	Econ. 442S—Labor Economics

TUESDAY—THURSDAY

6:00-8:10 p.m.

Correll	Language Conferences (Thur. only)
Frankel	Stat. 401S—Use of Statistical Methods (to 8:30 p.m.)
Homberger	Econ. 451S—Basic Problems in Transportation and Communication
Ketchum	Econ. 201S—Principles of Economics
Piquet	Econ. 401S—Economic Theory

6:30-8:40 p.m.

- *Batchelder Eng. 102S—English Composition and Literature II
- *Bentley Psych. 402S—Wartime Morale and Propaganda
- *Olds Span. 101S—Beginning Spanish I

7:00-9:10 p.m.

- *Bertsch Phys. 101S—Essentials of Defense Engineering Physics
(to 10:00 p.m.)
- Grady Eng. and P.A. 211S—Writing Government Letters
- *Leineweber German 309S—Technical German
- Mann Econ. 430S—Public Finance and Taxation
- Payne Econ. 285S—Industrial Accounting
- Short P.A. 503S—Problems in Personnel Administration
- Stahl P.A. 407S—Position-Classification and Pay Plans
- *Slover Speech 102S—Principles of Speech
- *Stapay Sec. Sci. 305S—Advanced Shorthand Dictation and
Transcription (to 9:30 p.m.)
- Taylor Econ. 473S—Current International Economic Problems

TUESDAY—FRIDAY

6:00-8:10 p.m.

- Posner Hist. 536NAS—The History and Administration of
Archives (meets at National Archives)

MONDAY, WEDNESDAY, THURSDAY

7:00-9:50 p.m.

- *Dennis Biol. 102S—General Zoology

MONDAY, WEDNESDAY, FRIDAY

7:00-9:50 p.m.

- *Bertsch Phys. 357S—Vacuum Tubes and Radio Circuits

MONDAY, TUESDAY, WEDNESDAY, THURSDAY

7:30-8:35 p.m.

- *Shenton Math. 104S—Plane Trigonometry and Computation

8:45-9:50 p.m.

- *Shenton Astr. 201S—General Astronomy
- *..... Math. 106S—Mathematics Necessary for Statistics

MONDAY THROUGH FRIDAY

6:30-10:00 p.m.

- *Holton Chem 311S—Organic Chemistry I
- *Holton Chem. 312S—Organic Chemistry II

HOURS TO BE ARRANGED

- *McLain Piano or Voice
- *Torovsky Organ
- P.A. 400S—Introduction to Public Administration

COURSES OFFERED BY THE SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS

All courses offered by the School of Social Sciences and Public Affairs, as listed below, will meet at the downtown center of the American University, 1901-1907 F Street, Northwest, unless otherwise indicated. Registration is now in progress at the Registrar's Office, 1901 F Street, Northwest.

Courses numbered 100-399 may be taken for credit only by undergraduates.

Courses numbered 400-499 may be taken for credit by graduates or advanced undergraduates.

Courses numbered 500 or above may be taken for credit only by graduates.

The American University reserves the right to cancel any course in which the registration is insufficient to warrant continuation of the course.

ACCOUNTING AND STATISTICS

THE PRESENTATION OF STATISTICAL DATA

(3 sem. hrs.)

Stat. 201S

J. Stevens Stock, Statistician, Program Survey Division, Bureau of Agricultural Economics, Department of Agriculture

An introduction to the practical application and interpretation of statistical data and techniques with special emphasis on the use of statistics in government agencies. Basic principles of collection, presentation, analysis, and interpretation of statistical data are illustrated through an actual statistical project conducted by the class.

Mon-Wed 6:00-8:10 p.m. Room 511.

INDUSTRIAL ACCOUNTING (3 sem. hrs.)

Econ. 285S

John B. Payne, Treasurer, Commodity Credit Corporation, Department of Agriculture, Adjunct Professor of Accounting

A one-semester course presenting the minimum essentials of elementary accounting and introductory cost accounting for persons who are preparing or who are reviewing and analyzing cost and production records and reports.

Tue-Thu 7:00-9:10 p.m. Room 333.

USE OF STATISTICAL METHODS (3 sem. hrs.)

Stat. 401S

Lester R. Frankel, Statistician, Labor Market Surveys Section, Work Projects Administration, Lecturer on Statistics

An introductory course in the application of statistical methods to practical problems in research and administration. Open to graduate and advanced undergraduate students.

Tue-Thu 6:00-8:30 p.m. Room 511.

ECONOMICS AND RELATED FIELDS

PRINCIPLES OF ECONOMICS (3 sem. hrs.) Econ. 201S

Harry W. Ketchum, Associate Professor of Economics

The course provides an analysis of the basic processes in economic organization. It is designed to give a comprehensive view of the entire structure and functioning of our economic order and to familiarize students with the terminology and working principles of economics.

Tue-Thu 6:00-8:10 p.m. Room 112.

ECONOMIC THEORY (3 sem. hrs.) Econ. 401S

Howard S. Piquet, Chief of the Economic Division, U. S.

Tariff Commission, Adjunct Professor of Economics

A critical examination of representative types of economic theory, emphasizing the development of those schools of economic thought which are alive in America today. Particular attention is given to the points of view and logical premises of classical and neo-classical economics, the American Psychological School, Socialistic thought and Modern Institutionalism, especially as they relate to current economic and social problems. The course is conducted by the discussion method.

Tue-Thu 6:00-8:10 p.m. Room 110B.

HISTORY OF SOCIAL AND ECONOMIC THOUGHT

(3 sem. hrs.)

Econ. 407S

Ernst Correll, Professor of Economic History

This course is designed to serve students in all branches of the social sciences. It will begin with a review of the Aristotelian-Thomistic tradition followed by consideration of social and economic ideas from the Renaissance and Reformation to the development of American Institutionalism.

Mon-Wed 7:00-9:10 p.m. Room 323.

AMERICAN ECONOMIC HISTORY (3 sem. hrs.) Hist. 410S

Louis C. Hunter, Professor of American History

This course will deal with the main features of American economic evolution with particular attention to shift from agriculture to industry in the 19th century and the development of American capitalism.

Mon-Wed 6:00-8:10 p.m. Room 725.

MONEY AND BANKING (3 sem. hrs.) Econ. 410S

Fritz Karl Mann, Professor of Economics and Public Finance

Designed for graduate students and advanced undergraduates with little or no elementary work in money and banking, but who do possess a good foundation in principles of economics. Topics discussed: Outline of monetary and banking structure, national and international; public policies in this field; relation of mon-

etary and banking measures to fiscal and other measures in dealing with business cycles. Consideration is given to students taking only a single course in money and banking, and to those preparing for advanced courses. Lectures and discussions.

Mon-Wed 7:00-9:10 p.m. Room 721.

PUBLIC FINANCE AND TAXATION (3 sem. hrs.) Econ. 430S

Fritz Karl Mann, Professor of Economics and Public Finance

General principles of public finance are studied with stress upon modern conceptions and problems. The course deals with expenditures and revenues, with budget and public credit. Interrelations between fiscal, economic and social policies are emphasized. Particular attention is given to fiscal and tax problems of the United States.

Tue-Thu 7:00-9:10 p.m. Room 721.

LABOR ECONOMICS (3 sem. hrs.) Econ. 442S

Oscar Weigert, Associate Professor of Comparative Social Legislation

An introduction into fundamental problems of American labor standards; labor movements; collective bargaining; labor conflicts, labor market. Current issues and international developments will be included in the discussion.

Mon-Wed 7:00-9:10 p.m. Room 321.

BASIC PROBLEMS IN TRANSPORTATION AND

COMMUNICATION (3 sem. hrs.)

Econ. 451S

Ludwig M. Homberger, Associate Professor of Transportation

Economic principles and modern development of means of transportation (rail, road, water, pipe lines, air) and of communication (post, telegraph, telephone, radio) are studied. Attention given to needs of those interested in work of government in relation to transportation and communication agencies.

Tue-Thu 6:00-8:10 p.m. Room 510.

WESTERN HEMISPHERE TRANSPORTATION

(3 sem. hrs.)

Econ. 455S

Ludwig M. Homberger, Associate Professor of Transportation

In the present period transportation becomes a factor of increasing importance. In this course, the vital problems of transportation in the United States, Canada and Latin America will be studied. The traffic demand, the available means of transportation, and other principal issues relating to transportation in the western hemisphere will be discussed. Both peace time conditions and the role which transportation plays during the war will be considered.

Mon-Wed 6:00-8:10 p.m. Room 510.

ECONOMIC PROBLEMS OF POST-WAR READJUSTMENT

Econ. 463S

James H. Shoemaker, Assistant Chief, Economic Warfare Analysis Section, Far Eastern Division, Board of Economic Warfare. Associate Professor of Economics, Brown University.

A brief consideration of (1) the fundamental concepts on which a democratic world order must rest, (2) the maladjustments that are developing out of the war, and (3) contemporary forms of governmental control over economic action. This will be followed by a more exhaustive analysis of the current proposals for post-war reconstruction.

Mon-Wed 7:00-9:10 p.m. Room 110.

CURRENT INTERNATIONAL ECONOMIC PROBLEMS

(3 sem. hrs.)

Econ. 473S

Amos E. Taylor, Chief, International Economics Unit, Department of Commerce, Adjunct Professor of Economics

This course aims primarily to bring into focus the economic problems of a world at war, with particular reference to the position occupied by the United States. Special importance will be given to measures and methods employed in the conduct of war-time operations on the economic front as reflected in the current literature of the principal countries. Considerable attention will be directed towards an appraisal of the shifts in the balance of economic power since World War I and to the forces which are operating at the present time towards posing new post-war problems in the general field of international economic and financial relations.

Tue-Thu 7:00-9:10 p.m. Room 722.

INTERNATIONAL RELATIONS OF THE FAR EAST

(3 sem. hrs.)

Int. Af. 477S

John L. Christian, Far Eastern Department, University of Washington

A study of international relations in the Far East, including China, the Japanese Empire, Southeast Asia, the Soviet regions bordering the Pacific, and the islands adjacent to the Asiatic continent. Such topics as extraterritoriality, the Open Door, foreign concessions, spheres of influence, economic rivalries and controls, the Sino-Japanese conflict and the background of the current Pacific War will receive particular attention. The major emphasis will be upon the period since 1900.

Mon-Wed 7:00-9:10 p.m. Room 722.

LANGUAGE CONFERENCES—French, German, Portuguese, Spanish
(1½ sem. hrs.) Soc. Sc. Lit. 201S
To serve M.A. and Ph.D. candidates preparing for language requirements; in special cases for undergraduates and other inquirers. Individual conferences are conducted by Dr. Ernst Correll, Graduate Language Examiner, assisted by specialists.
Thu 6:00-8:00 p.m. Room 311.

PUBLIC ADMINISTRATION

WRITING GOVERNMENT LETTERS (3 sem. hrs.)

Eng. and P. A. 211S

*James F. Grady, Correspondence Counselor and Assistant Chief,
Division of Training, Office of Personnel, Department of
Agriculture, Lecturer on Public Relations*

Development of the principles of letter writing through analysis of various types of letters, including letters answering complaints; letters of applications, transmittal, and introduction. Planning the letter, organizing the material building vocabulary, appropriate tone for each letter. Methods of building clear and emphatic paragraphs.

Tue-Thu 7:00-9:10 p.m. Room 520.

PROBLEMS IN PERSONNEL ADMINISTRATION

(3 sem. hrs.)

P. A. 303S

*Robert M. Barnett, Director of Personnel, Federal Security Agency,
Lecturer on Personnel Management*

To assist persons engaged in or desiring to enter personnel work to secure a comprehensive view of the field of personnel administration and to clarify problems with which the personnel administrator is confronted. The scope and content of this course are similar to that of P. A. 503 described below. An introductory course for undergraduate students only.

Mon-Wed 7:00-9:10 p.m. Room 310.

GOVERNMENT RECORDS (1½ sem. hrs.)

P. A. 332NAS

Helen L. Chatfield, Treasury Archivist, Lecturer on Public Administration

A study of the elementary rules, processes, and routines that should come within the knowledge of all persons working on government records and files. (Will not be given unless there are at least 10 registrants.)

Mon-Wed 6:00-7:00 p.m. National Archives, Conference Room.

INTRODUCTION TO PUBLIC ADMINISTRATION

(3 sem. hrs.)

P. A. 400S

Instructor to be announced

The objectives of this course are (1) to survey the principles of administrative personnel, organization, supervision, management, finance, law and public relations, (2) to introduce leading problems and issues in the field of public administration, (3) to introduce the student to the literature in the field of public administration, and (4) to serve as a background for specialized courses in administration for the application of public administration principles to specific areas or fields.

(Hour and room to be arranged.)

POSITION-CLASSIFICATION AND PAY PLANS

(3 sem. hrs.)

P. A. 407S

O. Glenn Stahl, Chief, Classification Section, Federal Security Agency, Lecturer on Personnel Management

An opportunity to acquire a broad understanding of principles, problems, and methods involved in this important phase of personnel administration, which should be useful in supplementing actual experience in classification, work, and in providing perspective and background for other personnel activities. The course will cover such topics as the history of position-classification, especially in the Federal Government; basic principles and concepts; policies, problems, and methods involved in developing, installing, and administering position-classification plans in public jurisdictions; relations to other phases of personnel administration; and an introduction to the technique of position-analysis for classification purposes.

Tue-Thu 7:00-9:10 p.m. Room 310.

PRINCIPLES OF MODERN GOVERNMENT (3 sem. hrs.)

P. A. and P. S. 439S

James J. Robbins, Associate Professor of Political Science

A basic approach to the central problems of modern government and administration for graduate students and qualified undergraduates who wish to provide the necessary background for the study of more specialized areas of public administration and political science. Among the topics to be discussed—mainly by a comparative study of theory and practice in Europe and America—are the following: the essential pattern of constitutional government, federalism, judicial review, representation and responsibility, and the characteristics of bureaucracy in modern states.

Mon-Wed 7:00-9:10 p.m. Room 112.

PROBLEMS IN PERSONNEL ADMINISTRATION

(3 sem. hrs.)

P. A. 503S

*Oliver C. Short, Director of Personnel, Department of Commerce,
Adjunct Professor of Public Administration*

The purpose of this course is to assist persons engaged in personnel work or general administration to secure a comprehensive view of the field of personnel administration and to clarify problems with which the personnel administrator is confronted. It covers the development of personnel administration in units of government and private industry; a brief review of federal and state civil service laws and city ordinances; the composition and organization of civil service commissions and staffs; the organization of personnel units in private industry and the organization and functions of departmental personnel offices in government; recruitment, selection, training programs, efficiency ratings, transfers, promotions, dismissals and retirement; employee organization; educational, recreational, and welfare activities. A survey will be made of current and changing personnel activities incident to the war program, and an appraisal attempted of changes in long term planning. An advanced course for graduate students only.

Tue-Thu 7:00-9:10 p.m. Room 110.

THE HISTORY AND ADMINISTRATION OF ARCHIVES

(3 sem. hrs.)

Hist. 536NAS

*Ernst Posner, Adjunct Professor of Archives Administration,
and members of the Staff of the National Archives*

This course is a compressed version of a two-semester course regularly offered by The American University. It is designed to serve the needs of students who want to obtain a basic knowledge of the history and the problems of archival administration. It is open only to those who have had a year of graduate work in history or the social sciences, or to qualified college graduates who have had a year of experience in an archival agency. Prospective students should consult the instructor.

The course consists of lectures and term papers. The historical treatment is brief, emphasis being placed upon a study of the principles and techniques of archival administration. Guest lecturers from the staff of the National Archives will discuss a number of topics of an especially technical character, and will explain and demonstrate to the students some of the procedures used in the National Archives.

Tue-Fri 6:00-8:10 p.m. National Archives, Conference Room.

THE AMERICAN UNIVERSITY
WASHINGTON, D. C.

APPLICATION FOR ADMISSION TO THE
SUMMER SESSION 1942

Name
(Last) (First) (Middle)

Address

I plan to register for the following summer courses:

.....
.....
.....

I am interested in taking the following unlisted courses if given:

.....
.....
.....

I (do) (do not) desire credit for these courses toward the.....
degree at American University.

I (do) (do not) desire credit for these courses to be transferred to
another institution.

I (do) (do not) desire to take these courses without credit.

I previously attended The American University (College of Arts and
Sciences) (School of Social Sciences and Public Affairs) from

..... to

REMARKS:

.....

This application should be mailed as early as possible to the division
of the University in which you plan to register for summer courses—
either to

THE AMERICAN UNIVERSITY SUMMER SESSION
COLLEGE OF ARTS AND SCIENCES
MASSACHUSETTS AND NEBRASKA AVENUES
WASHINGTON, D. C.

or

THE AMERICAN UNIVERSITY SUMMER SESSION
SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS
1901 F STREET, N. W.
WASHINGTON, D. C.

